



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

960422-02

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date		Office of State Administrative Hearings 235 Peachtree St., N.E., Ste. 700 Atlanta, Georgia 30303	Application Number	
Application Number 002			97-0069	
			Date Received SEP 8 1997	Date Completed 11/17/97
<b>2. Person to Contact</b>		<b>Working Title</b>	<b>Telephone Number</b>	
Mark A. Dickerson		Chief State Admn. Law Judge	(404) 656-3508	
<b>3. Action Requested</b>				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
<b>4. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office; if different)</b>		
Earliest	Latest			
4/1/95	To Date	Administrative Law Judge Subject Files		
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?				
The Office of State Administrative Hearings (OSAH) is responsible for conducting administrative hearings on matters referred to OSAH for hearing by more than twenty other State agencies.				
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: professional activities of OSAH's administrative law judges (ALJs).				
Included are: correspondence and memoranda, legal research and notes, internal reports on the ALJs activities, and similar documents.				
File is arranged: alphabetically by subject matter.				
<b>8. Monthly Reference Rate</b> How often are records referred to which are:				
One to six months old <u>5</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old _____;				
twenty-five months and older <u>1</u> ?				
<b>9. Annual Rate of Accumulation of Records</b>				
Letter-size drawers _____; Legal-size drawers _____; Shelves <u>5</u> ; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

## 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

occasionally referenced for historical data or information.

## 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

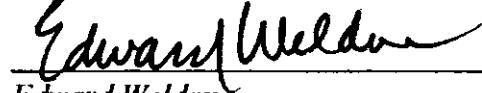
Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>M. A. O'Neil</i>	8/28/97	<i>Ruby C. Anderson</i>	8/28/97
960422-02 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 97-0069		State Records Committee (Signature) _____ Date _____ SEE ATTACHED STATE RECORDS COMMITTEE APPROVAL SIGNATURE SHEET	
State Auditor/Designee _____ Secretary of State/Designee _____ Attorney General/Designee _____			

Administrative Law Judge Subject Files  
1995 - Ongoing

CO = CY  
Hold in current files area (CFA) three (3) years  
Destroy

[See Schedule # 85-76, effective March 10, 1986]

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.



Edward Weldon  
Secretary of State Designee

11/18/97

Date